



## Utah Department of Transportation

### Request for Pre-Approval of Meal/Refreshment Purchases

Function Date: \_\_\_\_\_

Function Category:

☐

Retirement Recognition (obj 6270)

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Reception / Meeting (obj 6271)

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Convention / Seminar (obj 6276)

(select one)

Purpose/Reason:

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Estimated Attendance:

UDOT Employees: \_\_\_\_\_

Other Attendees: \_\_\_\_\_

Estimated Cost: \_\_\_\_\_

Unit to be charged: \_\_\_\_\_

Retirement Recognitions are subject to a \$4 per person rate, with a maximum total of \$200.

Additional information (if necessary):

All purchases of food, meals, and refreshments require this form to be completed prior to purchase.  
All Statewide and Department-specific procurement policies and procedures still apply.

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Authorized Approver's Signature

*Authorized approvers: John Njord, Carlos Braceras, Ahmad Jaber, Randy Park, Cory Pope,  
Kris Peterson, Jason Davis, Shane Marshall, Nathan Lee, Nile Easton, Becky Bradshaw*

\_\_\_\_\_  
Date